Approved by the Board of Trustees January 3, 2023

Nashua Public Library Programming Policy

The Nashua Public Library provides a variety of diverse programs that support its mission to be a welcoming and inclusive community hub to discover, connect, create, and grow.

Programming Definition and Objectives
Library programs are defined as programs initiated, planned, conducted, or co-sponsored by NPL staff. Programs can take place in the library, off-site, or virtually.
Library programs are designed to:
- Create community connections
- Introduce customers and non-users to library resources and services
- Broaden the library’s reach and recognition
- Provide lifelong learning opportunities
- Offer equitable access to music, art, and culture.
- Facilitate civic engagement and citizen connections to local, regional and federal government
- Offer context or expand knowledge of current events and timely topics

Programming Responsibility and Criteria
Ultimate responsibility for programming at the library rests with the Library Director, who administers programming under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program development and management to the appropriate library department staff.

Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- How the program fits into and advances the library’s strategic plan
- Community demand and interest
- Overall cost of the program and funding source(s)
- Supplies needed for the program and the associated cost and ease of purchase
- Whether the level of the presentation matches the intended audience

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• Whether the day, hour, and time of year is right for the intended program
• Any associated public performance or copyright issues
• Anticipated audience size and space needed for parking and attendees
• Qualifications and expertise of the presenter

The library's mission to provide free, open, and equitable access to information and ideas extends to its programming. Program topics, speakers, and resources are not excluded from programs because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or speakers.

Program proposals may be denied if the Library Director determines that they pose imminent threat of public unrest or violence. No program shall be permitted that endangers library patrons, staff, library facilities, or otherwise substantially interferes with library operations.

In addition, the library actively seeks to partner with community organizations to develop and present co-sponsored public programs that advance the objectives stated above. Registration for cooperative programs may be handled by the library or the partner organization. Since all library data is confidential the library will not share data about registrants with any partner organizations or individuals.

**Performer and Presenter Information**
Speakers and presenters for library programs are identified using a variety of referral sources including recommendations from other libraries or community partners, art, and cultural organizations. Community members, presenters, and performers who are interested in offering a program for the library can submit their ideas using this application (link to form). Program proposals will be reviewed by a library staff member who will respond to the proposal within 30 days of receipt.

Performers and presenters will not be excluded from consideration because of their race, color, religion, creed, sex, age, national origin, mental or physical disability, political belief or affiliation, or gender identity and expression. The library does not present programs that support or oppose any individual candidate. Election information such as candidate forums that include invitations to all recognized candidates may be offered.

**Accessibility**
The library is an inclusive space and we strive to make programs universally accessible. Performers and presenters are required to make reasonable accommodations to include all attendees in their program, and/or work with library staff to provide reasonable accommodations. Customers requiring accommodations for a library program are encouraged to let a member of the library staff know as far in advance as possible.
Library programs are free and open to the public, with the exception of some fundraising events held by the library or the Friends of the Library. Registration may be required for planning purposes or when space is limited. Some meetings and programs may be designed with a specific audience in mind and the library may limit attendance to only the intended audience. Adults who wish to attend a program specifically designed for children must be accompanied by a child. Tween and teen programs are limited to tweens and teens only, except when the attendee requires an adult assistant or companion. Decisions concerning an event’s audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the library staff member supervising the event.

Marketing and promotion
External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the library’s staff and secure approval before distributing promotional materials not produced by library staff. The library reserves the right to revise and edit graphics created by a presenter to fit the library’s brand standards.

All library programs are posted on the library website, included in a weekly newsletter, featured in a monthly print calendar in the library, shared on the library’s social media platforms, listed on community calendars, and shared via word of mouth through library staff. Additional marketing channels are evaluated on a case-by-case basis for each program and used where applicable. Presenters, performers, and co-sponsors are expected to promote programs through their own channels as well.

Requests for reconsideration:
Library cardholders may request that the library reconsider a scheduled program or event by completing this form. The Library Director will respond to the request for reconsideration within 10 days of receipt of the request. Customers may appeal the decision of the Library Director to the Board of Trustees, either by mail (Board of Trustees, Nashua Public Library, 2 Court Street, Nashua, NH 03060) or email (plt@nashuanh.gov)

ADOPTED by the Board of Library Trustees
01/03/2023

David K. Pinsonneault, Secretary